BILL NO. S-90-10-19

SPECIAL ORDINANCE NO. S-247-90

AN ORDINANCE of the Common Council of the City of Fort Wayne, Indiana, ratifying compensation for positions affiliated with the Drug Regional Advisory Council.

WHEREAS, this Council has previously fixed and established compensation for employees of Governor's Commission for a Drug-free Indiana as authorized and envisioned by the City's salary ordinances (Ordinance S-147-89); and

WHEREAS, this Council is charged with the responsibility of fixing and establishing the compensation of employees of the City of Fort Wayne, including those employees of the Northeast Drug Regional Advisory Council;

WHEREAS, the salaries for said staff positions will be fully reimbursed by a grant received by the City of Fort Wayne establishing a regional drug advisory council;

WHEREAS, this ordinance is necessary to ratify, fix and establish such compensation for said staff positions of the Northeast Drug Regional Advisory Council effective July 1, 1990.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the labor grade and salary increases for the employees of the Northeast Drug Regional Advisory Council covered by the contract agreement, attached hereto and made a part hereof, between the City of Fort Wayne and the Indiana Criminal Justice Institute, retroactive to July 1, 1990, shall be:

	LABOR GRADE FROM	LABOR GRADE TO
Director	13 $27,000	~~15~~ 14 $29,900
Associate Director	9 $19,000	~~13~~ 12 $25,000
Administrative Assistant	5 $15,000	9 $22,000

SECTION 2. That this ordinance shall be in full force and effect from and after its passage, and any and all necessary approval by the Mayor.

Councilmember

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay, City Attorney

Read the first time in full and on motion by Henry, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference ~~Room 128, City-County Building~~, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock ____.M.,E.S.T.

DATED: 10-9-90

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Henry, seconded by Talarico, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	7			2
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG				✓
REDD	✓			
SCHMIDT				✓
TALARICO	✓			

DATED: 10-23-90

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ (GENERAL) ~~(SPECIAL)~~ ~~(ZONING MAP)~~ ORDINANCE ~~RESOLUTION~~ NO. S-247-90 on the 23rd day of October, 19 90,

ATTEST: Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

SEAL: Charles S. Redd
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 24th day of October, 19 90 at the hour of 2:30 o'clock P.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 29th day of October, 19 90, at the hour of 11:30 o'clock A.M.,E.S.T.

PAUL HELMKE, MAYOR

REGIONAL COORDINATING OFFICE NORTHEAST BUDGET
July 1, 1990, to June 30, 1991

A. PERSONNEL

1. Project Personnel:

NAME/POSITION	% OF TIME	TOTAL FUNDS
Director	100%	$29,900.00
Project Assistant	100%	25,500.00
Administrative Assistant	100%	22,000.00
	SUBTOTAL:	$77,400.00

2. FICA, Retirement and other fringe benefits (employer's share only)

FICA (7.65%)	$ 6,100.00
PERF (5.25% + 3.00%)	6,600.00
Unemployment Compensation (0.0157%)	$ 15.00
Worker's Compensation (0.1785%)	150.00
General Liability Insurance	330.00
Health and life insurance (3 @ $2,700./year)	8,100.00
SUBTOTAL	$21,295.00

3. TOTAL PERSONNEL $ 98,695.00

B. TRAVEL

1. Transportation and subsistence of project personnel

Outreach travel (52 weeks of weekly travel to each of 7 counties @ $.225/mile)	$ 5,200.00
Indianapolis travel (12 trips @ 250 miles @ $.225/mile)	675.00
Other sites travel (5 trips @ 450 miles @ $.225/mile)	507.00
Per Diem (Indianapolis and overnight trips, 48 days @ $24)	1,152.00
Hotels (48 nights at $70.00 per night)	3,360.00
Airline tickets for conventions (4 @ $274)	1,096.00
SUBTOTAL:	$11,990.00

2. TOTAL TRAVEL $11,990.00

C. OPERATING EXPENSES

1. Itemize operating costs

Rent and telephone		In-kind	(Fort Wayne)
Office supplies			$ 4,000
Printing			1,500
Postage			2,500
Software			700
	SUBTOTAL:		$ 8,700

2. TOTAL OPERATING EXPENSES $ 8,700

SUMMARY OF 1990-1991 BUDGET

CATEGORY		TOTAL FUNDS
A.	Personnel	$ 98.695.00
B.	Travel	11,990.00
C.	Operating Expenses	8,700.00
	SUBTOTAL	$119.385.00

CONTRACT

This AGREEMENT established on behalf of the Governor's Commission for a Drug-Free Indiana, hereafter called the "Commission" between the Indiana Criminal Justice Institute, hereafter called the "Institute", having a mailing address of 101 West Ohio Street, Suite 1030, Indianapolis, Indiana, 46204, and

City of Fort Wayne
One Main Street
Fort Wayne, IN 46802

hereafter referred to as the "Agency", is executed pursuant to the terms and conditions set forth herein.

WITNESSETH

WHEREAS, the Commission is designated under the authority of Executive Order 89-9 to facilitate the development and coordination of services and activities to prevent the abuse of alcohol and other drugs;

WHEREAS, the Institute is designated to administer anti-drug abuse funds under IC 5-2-6-3;

WHEREAS, the Institute is desirous of establishing a statewide network of regional coordinating offices under the direction of the Commission for the purpose of promoting state and local alcohol and other drug abuse initiatives;

WHEREAS, the prevention of alcohol and other drug abuse requires comprehensive and coordinated community-based approaches that span the areas of education, intervention, treatment, law enforcement, prosecution, justice, and corrections;

NOW, THEREFORE, in consideration of mutual uncertaking and covenants hereinafter set forth, the parties hereto agree as follows:

1. TERM

   The term of this agreement shall be from July 1, 1990, to June 30, 1991.

2. ACTIVITIES AND SERVICES

   The agency agrees to operate an office for the Commission's Northeast region and provide professional staff to carry out the following services and activities:

   A. Work with a Regional Advisory Board having a composition similar to that of the Commission's Steering Committee;

   B. Provide the Commission with data, on forms approved by the Commission, on identified problems, services, activities, plans, outcomes, and other such information as needed by the Commission, to document the level and scope of

existing alcohol and oth .r drug abuse problems and programs as well as needs for additional or enhanced programs;

C. Assist communities/counties in the development and monitoring of comprehensive local alcohol and other drug abuse prevention plans and programs;

D. Review and critique comprehensive local alcohol and other drug abuse prevention plans prior to sending them to the Commission;

E. Facilitate the dissemination of state, federal, and local governmental and private announcements of funds available to support comprehensive local alcohol and other drug abuse prevention plans and programs;

F. Provide state, federal, and local governmental and private funding sources with information pertaining to the relationship of funding applications to comprehensive local alcohol and other drug abuse prevention planning efforts;

G. Represent the Commission and the Governor's Task Force to Reduce Drunk Driving at local, regional, and state events and meetings;

H. Attend a minimum of 12 Commission-called statewide regional office staff meetings;

I. Participate in Commission and Governor's Task Force to Reduce Drunk Driving-initiated special events, initiatives, and projects.

J. Provide or arrange for information, training, or technical assistance to individuals, agencies, local coordinating councils, and state agencies in the development of programs.

3. STAFF ASSIGNMENTS

The Agency agrees that the staff reimbursed for full-time employment under this agreement shall have no other work duties assigned by the Agency, except the attendance of meetings and provision of reports that are necessary to facilitate intra-agency management. Part-time staff shall have regularly-scheduled work hours, during which time only Commission-related duties shall be performed.

4. EMPLOYEE STATUS

The Agency staff employed under this contract are employees of the Agency and are not employees of the Institute.

5. REPORTS

The Agency agrees to provide to the Institute the following reports:

A. Fiscal reports, due no later than thirty (30) days following the end of the month for which reimbursement is claimed;

B. Semi-annual and annual cost and revenue statements, due January 31, 1991, and August 31, 1991, respectively.

The Agency also agrees to provide programmatic management reports to the Commission, in accord with format and frequency as established by the Commission.

6. VOUCHER PROCESSING

The Institute agrees to process monthly vouchers for payment and forward them to the Auditor of State within fourteen (14) working days of receipt, provided that the vouchers and fiscal reports are accurate and complete as per the instructions provided by the Institute and provided that such vouchers and reports are received by the Institute within thirty (30) days following the end of the month for which reimbursement is being claimed.

7. CONTRACT AWARD

Subject to the availability of Federal funds, the Institute agrees to reimburse the Agency in an amount not to exceed $119,385 for services and activities described in Section 2 having a projected cost of $119,385. Reimbursement shall be based on statements of costs incurred for each month of the agreement.

8. DIRECTION

The Commission agrees to provide direction to Agency staff concerning the performance of services and activities listed under Section 2 of this agreement. The Deputy Director for Regional Services of the Commission will have the primary responsibility for working in a consultative role with the Agency in the evaluation of the performance of Agency staff employed under this agreement.

9. PAYMENT

All payment obligations are subject to the encumbrance of monies and shall be made in arrears in accordance with Indiana Law and the State fiscal policies and procedures and in this regard, the Agency agrees to execute such state forms not inconsistent herewith.

10. LIMITATIONS OF PAYMENT

No costs may be incurred against this agreement by the Agency after the expiration date previously specified. Also, funds may not be used to: 1) provide inpatient services; 2) make cash payments to intended recipients; 3) purchase or improve land, purchase, construct or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment; 4) satisfy any requirements for the expenditure of non-Federal funds as a condition for the receipt of Federal funds.

11. MODIFICATIONS

The Institute may conduct periodic reviews of the utilization of funds identified in Section 6 of this agreement. The parties also agree that under-utilization of service funds or a decision by the Commission to discontinue purchasing a service, may result in reduced funding or a redistribution under this agreement. The Commission shall give thirty (30) days notice of its decision to reduce or redistribute the funding, which notice shall include a statement of reasons for such reduction or redistribution. The Agency may, within the thirty (30) day period, present to the Commission written documentation why such a reduction or

NON—COLLUSION AFFIDAVIT

State Form 4391

STATE OF INDIANA)
) SS:
COUNTY OF Allen)

The undersigned, being duly sworn on oath says, that he is the contracting party, or that he is the representative, agent, mer officer of the contracting party, that he has not, nor has any other member, employee, representative, agent or officer of the firm, co corporation or partnership represented by him, directly or indirectly, entered into or offered to enter into any combination, collusion o ment to receive or pay, and that he has not received or paid, any sum of money or other consideration for the execution of the anne tract other than that which appears upon the face of the contract.

Signature	
Printed Name	Paul Helmke
Title	Mayor
Company	City of Fort Wayne

Before me, a Notary Public in and for said County and State personally appeared, _____

who acknowledged the truth of the statements in the foregoing affidavit on this _____ day of _____, 19

		Notary Signature
County of Residence	Commission Expiration Date	Notary's Name *(Print or Type)*

IN WITNESS WHEREOF, City of Fort Wayne and the Criminal Justice Institute have executed this contract on the 29th day of May, 1990.

BY: _____ May 29, 1990
Paul Helmke — Date

BY: _____ 6/15/90
Joseph E. Mills, Executive Director
Commission for a Drug-Free Indiana — Date

BY: _____ 6/18/90
Bobby Jay Small, Executive Director
Criminal Justice Institute — Date

APPROVED

Indiana Department of Administration
BY: _____ Fredrick L. Rice, Deputy 6-22-90
John Kish, Commissioner — Date

Indiana State Budget Agency
BY: _____ 7-2-90
Frank Sullivan, Director — Date

Attorney General
BY: _____ JUL 13 1990
Linley E. Pearson — Date

Governor of the State of Indiana
BY: _____ 7/13/90

Admn. Appr._____

DIGEST SHEET

TITLE OF ORDINANCE: Labor Grade & Salary Increases for Employees of Governor's Commission for a Drug-free Indiana

DEPARTMENT REQUESTING ORDINANCE: Mayor's Office - 10-2-90

SYNOPSIS OF ORDINANCE: Increase labor grades and salaries of employees of Governor's Commission for a Drug-free Indiana, Northeast Region, per contracts signed by Mayor Helmke and Governor Bayh, effective July 1, 1990:

Director - Increase labor grade from 13 to 15;
increase salary from $27,000 to $29,900/year

Associate Director - Increase labor grade from 9 to 13;
Increase salary from $19,000 to $25,500/year

Administrative Assistant - Increase labor grade from 5 to 9;
Increase salary from $15,000 to $22,000/year

Subject employees will not receive general increase on 1-1-91. Future increases are subject to annual contracts issued by State of Indiana effective July 1 of each year.

J-90-10-19

EFFECT OF PASSAGE: Increases outlined above comply with contracts issued by State of Indiana and agreed to by City of Fort Wayne.

EFFECT OF NON-PASSAGE: City refuses compliance with contracts.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS): No cost to City; all wages and fringes paid by State. City provides "in kind" costs of office rent and utilities.

ASSIGNED TO COMMITTEE (PRESIDENT)_____

RECEIVED
City of Fort Wayne
OCT 2 1990
LAW DEPT.

BILL NO. S-90-10-19

REPORT OF THE COMMITTEE ON FINANCE

THOMAS C. HENRY, CHAIRMAN
DONALD J. SCHMIDT, VICE CHAIRMAN
BRADBURY, BURNS, GiaQUINTA

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ of the Common Council of the City of Fort Wayne, Indiana, ratifyging compensation for positions affilitated with the Drug Regional Advisory Council

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Thomas C. Henry			
Donald J. Schmidt			
Mark E. GiaQuinta			

DATED: 10-23-90.

Sandra E. Kennedy
City Clerk

Dr. Ron Phillips
Director

Eric McCarrol
Associate Director

Karen Archer Sorg
Administrative Assistant

Northeast Region
Office of the Mayor
One Main Street
Fort Wayne, Indiana 46802
(219) 427-1117

GOVERNOR'S COMMISSION FOR A DRUG-FREE INDIANA

October 3, 1990

City Council of Fort Wayne
One Main Street
City-County Building
Fort Wayne, IN 46802

Dear Council Members:

The information in this packet contains our previous job descriptions, our current job descriptions with the job title changes, our old personnel data records, our new personnel data records and the City of Fort Wayne's salary ranges for 1990.

Also, included is the contract that was signed by:

Paul Helmke, Mayor of the City of Fort Wayne,
Joseph E. Mills, Executive Director of the Governor's Commission for a Drug-Free Indiana,
Bobby Jay Small, Executive Director of the Criminal Justice Institute,
John Kish, Commissioner of the Indiana Department of Administration,
Frank Sullivan, Director of Indiana State Budget Agency,
Linley E. Pearson, Attorney General,
Evan Bayh, Governor of Indiana.

The last part of the packet is a copy of our annual report submitted to the State in August of 1990. This report will summarize what our office completed in the first ten months of existence.

Please feel free to contact our office if you have any questions 427-1117.

Thank you,

Karen Archer-Sorg

Karen Archer-Sorg

SALARY REVIEW COMMITTEE- Position Summary

Department & Division: Office of the Mayor

Position: Director

Date: September 27, 1990

Additional duties in new job description:
(Attach former and present or proposed job descriptions)

Current Labor Grade and Salary: Labor Grade 13 Salary $27,000.00

Proposed Labor Grade and Salary: Labor Grade 14 Salary $29,900.00

History:

Existing or new position? Existing

Incumbent's history? Hire Date: 9/11/89

Reason(s) for submitting to Salary Review Committee?

?????

Other factors Committee should consider?

Signed contract between the City of Fort Wayne and the State of Indiana.

This increase will not cost the City of Fort Wayne any money. This is a reimbursable State grant, that has been approved.

Attach department or division organizational chart.

Compare with similar positions--within and/or outside of department (responsibilities, salary):

Directors pay throughout the State:

$34,000.00 down to $28,000.00

Is requested increase for merit or due to reevaluation?

Reevaluation. The new job descriptions were done by the City of Fort Wayne's personnel department, in the early part of 1990.

DRAFT 7/25/89

DIRECTOR — COMMISSION ON DRUG AND ALCOHOL ABUSE

DEFINITION

Under the general supervision of the Commission on Drug and Alcohol Abuse, coordinates and generates support for substance abuse demand reduction activities among public and private treatment providers, school systems, community organizations, criminal justice officials, law enforcement agencies, and federal, state and local government organizations. Promotes communication among agencies. Serves as support staff to Commission and assists Commission in development and implementation of comprehensive demand reduction strategies. Responsible for administering Commission funds. Responsible for generating financial and volunteer support for substance abuse demand reduction programs.

EXAMPLES OF DUTIES

Meets regularly with Commission or sub-groups to develop and monitor progress toward meeting reduction strategies. Compiles and regularly disseminates updated information on substance abuse programs to service providers and other interested parties. Writes and monitors contracts for services funded by the Commission. Works with consultants to develop programs, as directed by the Commission. Writes grant proposals to foundations and government agencies. Assists Commission in establishing on-going private fundraising efforts.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience in case management, public health, substance abuse or mental health equivalent to a Masters degree. Experience working with volunteer organizations and non-profit agencies strongly preferred.

Knowledge and Abilities: Familiarity with the challenges associated with case management and substance abuse treatment and prevention required. Ability to work with volunteers and small non-profit organizations required. Excellent oral and written

communication skills required. Demonstrated ability to produce fundable grants strongly preferred.

LICENSE NEEDED: Driver's License

IMMEDIATE SUPERVISION: Commission on Drug and Alcohol Abuse

HOURS: 8 a.m. - 5 p.m., Evening and weekend hours required.

SALARY: Labor Grade - Exempt

REVISED: July, 1989

CITY OF FORT WAYNE
CITY UTILITIES
PERSONNEL DATA RECORD

XXXXXXXXXX NEW HIRE
_____ CHANGE
9/19/89 DATE INITIATED

IDENTIFICATION Dept. Name C&ED Dept. No. _____ Emp. No. 5092

Name PHILLIPS, (Last) Dr. W. (First) Ronald (Middle)

Address 4707 Merriam Park Drive, (Street) Fort wayne, (City) Indiana (State) 46816 (Zip)

NEW HIRE INFORMATION

S.S.# 303-32-0942 Sex M Race W EEO Category 02

Birth Date 8/19/31 Home Telephone 447-2828 Marital Status M

Position Title Director of Reg. Coord. Offc Temp. _____ Reg. X Part-time _____ Full-time X

Requisition # _____ Worksite _____ Barg. Unit NU L.G. 13

Hire Date 9/11/89 Perf X One yr. waiver _____ Police _____ Fire _____

Emergency Contact:
Name Joan Phillips Telephone 447-2828

Starting Rate Hourly/ 12.9808 Bi-Weekly/ Annual/ $27,000

CHANGE INFORMATION

FROM	TO	REASON
Department		
Position		
Labor Grade		
Pay Rate		
EEO Category		
Other		

APPROVED

SIGNATURE	TITLE	DATE
Originating Department		
E Sharon Banks	Chief of Staff	9/20/89
Final Approval Personnel		

[signature] 9/22/89

[signature] 9/22/89.

FW2304 12/84

DIRECTOR

REGIONAL COORDINATING OFFICE/MO

Working under the general supervision of the Chief of Staff, incumbent initiates, coordinates and plans programs, projects and activities related to drug abuse prevention, education, treatment, intervention and law enforcement, to work towards the reduction of substance abuse in Indiana.

DUTIES:

- Coordinates programs and projects undertaken by the Commission and the department;
- Formulates and coordinates local consortiums, coordinating councils and district advisory groups;
- Initiates new ideas at local, state and regional levels to further the mission of the State Commission;
- Compiles, organizes and disseminates information relating to substance abuse programs;
- Supervises office work and directs staff as necessary;
- Approves payroll, budget reports, grant applications and various other financial and programmatic reports;
- Regularly travels and coordinates in the seven county Northeast Region often requiring non-traditional hours and weekend activity.
- Performs personnel evaluations on departmental staff;
- Serves as support staff to Regional Board and assists in the development and implementation of strategies;
- Assists Commission in establishing on-going private fund raising efforts;
- Performs other duties as required.

REQUIREMENTS:

- Any combination of work experience or academic equivalent to a Master's Degree in Public Health, Social Work or a related field;
- Experience working with volunteer organizations and non-profit agencies strongly preferred;
- Broad knowledge of the challenges associated with case management and substance abuse;
- Ability to write and speak clearly and concisely to produce reports and give speeches;
- Ability to establish and maintain effective working relationships with staff, Commission members, substance abuse service providers and the general public;
- Ability to maintain a non-partisan, politically neutral profile in a diverse constituancy while representing both the mayor's office and the state commision;
- Strong organizational skills and the ability to motivate individuals and groups;
- Demonstrated ability to produce fundable grants strongly preferred;

- Valid Driver's License.

DIFFICULTY OF WORK:

Incumbent is expected to direct all phases of departmental operations, guided by the objectives established by the Commission for a Drug-Free Indiana and the Mayor's Office. Incumbent must use considerable judgement to develop strategies to reduce substance abuse in Indiana, including conducting extensive study into new and untested strategies for the reduction of substance abuse. Incumbent must be aware of potential risk, physical and mental, of successful negative impact on the illicit drug industry.

RESPONSIBILITY:

Incumbent is required to make recommendations to the Commission in addition to making major contributions to the development of departmental goals and objectives. A considerable portion of the work will entail program development in addition to administrative and supervisory duties.

PERSONAL WORK RELATIONSHIPS:

Incumbent encounters a wide range of contacts including staff, representatives of businesses and government and the general public. These contacts involve non-routine cooperative problem solving requiring discussion and persuasion to gain concurrence or cooperation.

SUPERVISION:

As Director of the Regional Office, incumbent directly supervises two staff members. Supervision is routine and primarily involves assigning work and maintaining work flow in the department.

CITY OF FORT WAYNE
CITY UTILITIES
PERSONNEL DATA RECORD

_____ NEW HIRE
X CHANGE
_____ DATE INITIATED

IDENTIFICATION Dept. Name Mayors Office Dept. No. 001 Emp. No. 5092

Name Phillips (Last) W. (First) Ronald (Middle)

Address 4707 Merriam Park Drive (Street) Fort Wayne (City) IN (State) 46816 (Zip)

NEW HIRE INFORMATION

S.S. # _____ Sex _____ Race _____ EEO Category _____

Birth Date _____ Home Telephone _____ Marital Status _____

Position Title _____ Temp. _____ Reg. _____ Part-time _____ Full-time _____

Requisition # _____ Worksite _____ Barg. Unit _____ L.G. _____

Hire Date _____ Perf _____ One yr. waiver _____ Police _____ Fire _____

Emergency Contact:
Name _____ Telephone _____

Starting Rate Hourly/ Bi-Weekly/ Annual/

CHANGE INFORMATION

	FROM	TO	REASON
Department			
Position			
Labor Grade	13	14	Retro July 1, 1990
Pay Rate	27,000.00	29,900.00	Retro July 1, 1990
EEO Category			
Other			

APPROVED

SIGNATURE	TITLE	DATE
Originating Department		
[illegible]	Chief of Staff	8/1/90
Final Approval Personnel		
[illegible] 8/1/90		

2/4

FW2304 12/84

NEW SALARY RANGES - 1990 ADJUSTMENTS

LABOR GRADE	MIN.	MID.	MAX.
1	$ 9,559	$11,456	$13,252
2	10,755	12,888	14,909
3	11,950	14,321	16,566
4	13,145	15,753	18,225
5	14,338	17,184	19,880
6	15,534	18,617	21,535
7	16,728	20,048	23,192
8	17,924	21,479	24,849
9 Karen	19,120 # 22.000	22,913	26,506
10	20,314	24,345	28,162
11	21,508	25,778	29,819
12 Eric	22,703 # 25.500	27,209	31,971
13	23,900	28,642	33,133
14 Ron	25,093 # 29,900	29,980	34,787
15	26,289	31,506	36,444
16	28,994	34,747	40,194
17	32,254	38,666	44,727
18	35,800	42,904	49,629
19	39,776	47,670	55,143

SALARY REVIEW COMMITTEE- Position Summary

Department & Division: Office of the Mayor

Position: Associate Director

Date: September 27, 1990

Additional duties in new job description:
(Attach former and present or proposed job descriptions)

Current Labor Grade and Salary: Labor Grade 9 Salary $19,000.00

Proposed Labor Grade and Salary: Labor Grade 12 Salary $25,500.00

History:

Existing or new position? Existing

Incumbent's history? Hire date: 10/2/89

Reason(s) for submitting to Salary Review Committee?

?????

Other factors Committee should consider?

Signed contract between the City of Fort Wayne and the State of Indiana.

This increase will not cost the City of Fort Wayne any money. This is a reimbursable State grant, that has been approved.

Attach department or division organizational chart.

Compare with similar positions--within and/or outside of department (responsibilities, salary):

Associate Directors pay throughout the State:

$28,000.00 down to $24,000.00

Is requested increase for merit or due to reevaluation?

Reevaluation. The new job descriptions were done by the City of Fort Wayne's personnel department, in the early part of 1990.

ASSOCIATE DIRECTOR **REGIONAL COORDINATING OFFICE**

DEFINITION

Under the general supervision of the Regional Director, assists in the coordination and generation of support for substance abuse demand reduction activities among public and private treatment providers, school systems, community organizations, criminal justice officials, law enforcement agencies, and federal, state and local government organizations in Region 3 (Adams, Allen, DeKalb, LaGrange, Noble, Steuben, and Wells counties). Promotes communication among agencies within Region. Serves as support staff to Regional Director and assists in development and implementation of comprehensive demand reduction strategies. Helps develop strategies for long-term private sector support for substance abuse reduction programs.

EXAMPLES OF DUTIES

Meets regularly with Regional Director and others to develop reduction strategies and monitor progress. Encourages and assists in development of task forces and comprehensive planning in each county or town in Region 3. Aids in compilation and regular dissemination of updated information on substances abuse programs to service providers and other interested parties. Helps write contracts for service. Helps prepare financial and programmatic reports. Works with consultants to develop programs, as agreed by the Regional Director. Helps write grant proposals to foundations and government agencies. Assists Regional Director in establishing on-going private fundraising efforts.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience in public health, substance abuse, or mental health equivalent to a Bachelor of Public Health or Social Work degree. Experience working with volunteers and non-profit agencies preferred.

Knowledge and Abilities: Familiarity with the challenges associated with substance abuse treatment and prevention. Ability to work with volunteers and small non-profit organizations. Excellent oral and written communication skills required.

LICENSE NEEDED: Driver's License

IMMEDIATE SUPERVISOR: Regional Director

HOURS: 8 a.m. - 5 p.m., evening and weekend hours required.

SALARY: Labor Grade 8 - Exempt

REVISED: September, 1989

CITY OF FORT WAYNE
CITY UTILITIES
PERSONNEL DATA RECORD

XXXXXXXXXX NEW HIRE
_____ CHANGE
10/2/89 DATE INITIATED

IDENTIFICATION Dept. Name ~~CGED~~ Mayor's Office Dept. No. _____ Emp. No. 6016

Name MCCARROL, (Last) Eric (First) Scott (Middle)

Address 2612 Castle Drive, (Street) Fort Wayne, (City) Indiana (State) 46816 (Zip)

NEW HIRE INFORMATION

S.S.# 383-72-2614 Sex M Race B EEO Category 02

Birth Date 12/30/59 Home Telephone 447-0229 Marital Status S

Position Title Project Assistant Temp. _____ Reg. X Part-time _____ Full-time X

Requisition # _____ Worksite _____ Barg. Unit _____ L.G. 9

Hire Date 10/2/89 Perf X One yr. waiver _____ Police _____ Fire _____

Emergency Contact:
Name Ed McCarrol Telephone 425-7360

Starting Rate Hourly/ Bi-Weekly/ Annual/ $19,000

CHANGE INFORMATION

FROM	TO	REASON
Department		
Position		
Labor Grade		
Pay Rate		
EEO Category		
Other		

APPROVED

SIGNATURE	TITLE	DATE
E Arnon Banks (Originating Department)	City of Ft. Wayne	10/3/89
E A Banks (Final Approval Personnel)		10/3/89

DJ 10/5/89 same JPF 10/6/89.

FW2304 12/84

ASSOCIATE DIRECTOR REGIONAL COORDINATING OFFICE/MO

Working under the direction of the Director of the Regional Coordinating Office for a Drug-Free Indiana, incumbent assists in the coordination and development of various educational, treatment, prevention and judiciary programs related to substance abuse prevention, following the guidelines of the Governor's Commission for a Drug-Free Indiana.

DUTIES:

- Taps into existing area resources relating to substance abuse and coordinates efforts to address and combat the problems of substance abuse;
- Works to establish a core network relationship with key agencies and individuals throughout the seven county area, meeting with representatives of interested agencies and organizations;
- Locates experts and key individuals through a seven county area to assist in educating the community on methods of education, prevention and intervention, and on law enforcement and treatment issues relating to drug and alcohol problems;
- Assists supervisor in the development of long term private sector support strategies for substance abuse reduction;
- Attends monthly Regional Coordinating Office team meetings, and any training as requested by the Governor's Commission;
- Assists supervisor in the administration of Regional Coordinating Office funds;
- Gives speeches to community organizations and other interested parties on substance abuse topics as necessary;
- Performs work for the Mayor's Office as it relates to objectives of the Commission. If request are not directly related, time factors should be considered;
- Regularly travels and coordinates in the seven county Northeast Region often requiring non-traditional hours and weekend activity;
- Performs other duties as required.

REQUIREMENTS:

- Any combination of work experience or academic pursuit equivalent to a Bachelor's Degree in Public Health, Social Work or a related field;
- Six months to one year experience working with volunteer organizations and non-profit agencies strongly preferred;
- Familiarity with substance abuse treatment and prevention programs required;
- Ability to work well with volunteers and non-profit organizations;
- Ability to represent the Governor's Commission and provide a positive role model for the citizens of the City and State;
- Excellent oral and written communication skills;

- Ability to maintain partisan political neutrality while carrying out job objectives to their fullest;
- Valid Driver's License.

DIFFICULTY OF WORK:

Incumbent must use judgement and initiative to develop and coordinate activities relating to the reduction of substance abuse, following the guidelines set forth by the Governor's Commission. Many issues must be analyzed and addressed, i.e. educational activities, prevention and/or treatment methods, etc., and strategies developed to reduce substance abuse in Indiana. Individual must be aware of and acknowledge the implied physical and emotional risk of attempts to negatively impact the highly organized criminal element, especially once significant job related objectives are met.

RESPONSIBILITY:

Incumbent is responsible for making major contributions to the development of programs and strategies for the Regional Office. Incumbent is given considerable independence to perform duties as necessary, however, general objectives are indicated by the Governor's Commission.

PERSONAL WORK RELATIONSHIPS:

Incumbent has frequent contact with a variety of persons internally and externally. Non-routine, cooperative problem solving is often necessary, along with providing service and information to substance abuse service providers and other interested parties.

SUPERVISION:

Incumbent does not directly supervise any staff but frequently assists in providing support to the Administrative Assistant of the office.

CITY OF FORT WAYNE
CITY UTILITIES
PERSONNEL DATA RECORD

_____ NEW HIRE
__X__ CHANGE
_____ DATE INITIATED

IDENTIFICATION Dept. Name Mayor's Office Dept. No. 001 Emp. No. 6016

Name McCarrol (Last) Eric (First) Scott (Middle)

Address 530 West Berry Apt. 805 (Street) Fort Wayne (City) IN (State) 46802 (Zip)

NEW HIRE INFORMATION

S.S.# _____ Sex _____ Race _____ EEO Category _____

Birth Date _____ Home Telephone _____ Marital Status _____

Position Title _____ Temp. _____ Reg. _____ Part-time _____ Full-time _____

Requisition # _____ Worksite _____ Barg. Unit _____ L.G. _____

Hire Date _____ Perf _____ One yr. waiver _____ Police _____ Fire _____

Emergency Contact:

Name _____ Telephone _____

Starting Rate Hourly/ Bi-Weekly/ Annual/

CHANGE INFORMATION

	FROM	TO	REASON
Department			
Position	Project Assitant	Associate Director	Retro July 1, 1990
Labor Grade	9	12	Retro July 1, 1990
Pay Rate	19,000.00	25,500.00	Retro Julyl, 1990
EEO Category			
Other			

APPROVED

SIGNATURE	TITLE	DATE
[signature]	Director	
Originating Department		
E. Shawn Bankes	Chief of Staff	8/1/90
Final Approval Personnel		

AJ 8/1/90

1/8

NEW SALARY RANGES - 1990 ADJUSTMENTS

LABOR GRADE	MIN.	MID.	MAX.
1	$ 9,559	$11,456	$13,252
2	10,755	12,888	14,909
3	11,950	14,321	16,566
4	13,145	15,753	18,225
5	14,338	17,184	19,880
6	15,534	18,617	21,535
7	16,728	20,048	23,192
8	17,924	21,479	24,849
Karen 9	19,120 # 22.000	22,913	26,506
10	20,314	24,345	28,162
11	21,508	25,778	29,819
Eric 12	22,703 # 25.500	27,209	31,971
13	23,900	28,642	33,133
Ron 14	25,093 # 29,900	29,980	34,787
15	26,289	31,506	36,444
16	28,994	34,747	40,194
17	32,254	38,666	44,727
18	35,800	42,904	49,629
19	39,776	47,670	55,143

SALARY REVIEW COMMITTEE- Position Summary

Department & Division: Office of the Mayor

Position:

Date: September 27, 1990

Additional duties in new job description:
(Attach former and present or proposed job descriptions)

Current Labor Grade and Salary: Labor Grade 5 Salary $15,000.00

Proposed Labor Grade and Salary: Labor Grade 9 Salary $22,000.00

History:

Existing or new position? Existing

Incumbent's history? HIre date: 10/30/89

Reason(s) for submitting to Salary Review Committee?

?????

Other factors Committee should consider?

Signed contract between the City of Fort Wayne and the State of Indiana.

This increase will not cost the City of Fort Wayne any mone. This is a reimbursable State grant, that has been approved.

Attach department or division organizational chart.

Compare with similar positions--within and/or outside of department (responsibilities, salary):

Administrative Assitants py throughout the State:

$23,000.00 down to $17,000.00

Is requested increase for merit or due to reevaluation?

Reevaluation. The new job descriptions were done by the City of Fort Wayne's personnel department, in the early part of 1990.

EXECUTIVE SECRETARY V/RECEPTIONIST REGIONAL COORDINATING OFFICE

Definition

Under direct supervision, answer and route telephone calls; answer inquiries for callers. Provide clerical support for office; perform other work as needed. Data entry experience required.

Example of Duties

Take information calls and direct them to proper person; take messages when necessary; distribute outgoing mail; perform various clerical functions as the supervisor requests; maintain data base of regional agencies for mailings and references. Type statistical and other reports as required. Operate typewriter, adding machine, copy machine, computer and similar office equipment. Perform other duties as assigned.

Employment Standards

Education and Experience: Any combination equivalent to graduation from high school and one year experience in clerical or customer service occupation. Data entry experience on IBM PC required.

Knowledge and Abilities: Ability to deal courteously with co-workers and the public; ability to type 55 words per minute accurately. Must be able to act in a confidential manner.

IMMEDIATE SUPERVISOR: Director, Regional Coordinating Office

HOURS: 8 a.m. - 5 p.m.

SALARY: Labor Grade 5, non-union

REVISED: September, 1989

CITY OF FORT WAYNE
CITY UTILITIES
PERSONNEL DATA RECORD

X NEW HIRE
_____ CHANGE
10-30-89 DATE INITIATED

IDENTIFICATION Dept. Name MAYOR'S OFFICE Dept. No. 001 Emp. No. 6027

Name ARCHER-SORG (Last) KAREN (First) S. (Middle)

Address 402 WOODCREEK DRIVE (Street) OSSIAN (City) IN. (State) 46777 (Zip)

NEW HIRE INFORMATION

S.S.# 308-66-0236 Sex F Race AI EEO Category 06

Birth Date 12-19-57 Home Telephone 622-7064 Marital Status M

Position Title EXEC. SEC.V 9750 Temp. _____ Reg. X Part-time _____ Full-time X

Requisition # 4457 Worksite _____ Barg. Unit NU L.G. 5

Hire Date 10-30-89 Perf X One yr. waiver _____ Police _____ Fire _____

Emergency Contact:
Name JOSEPH H. SORG Telephone 484-7932

Starting Rate Hourly/ $7.2115 Bi-Weekly/ Annual/

CHANGE INFORMATION

	FROM	TO	REASON
Department			
Position			
Labor Grade			
Pay Rate			
EEO Category			
Other			

ENCODED
NOV 6 1989
CITY UTILITIES
PAYROLL

APPROVED

SIGNATURE	TITLE	DATE
Originating Department		
E Sharon Burks	Chief of Staff	10/31/89
Final Approval Personnel		

10/31/89 11/2/89

PW2304 12/84

ADMINISTRATIVE ASSISTANT REGIONAL COORDINATING OFFICE/MO

Working under the direction of the Director of the Regional Coordinating Office for a Drug-Free Indiana, incumbent coordinates correspondence and information between the Regional Coordinating Office and all interested parties, and performs a variety of office duties and special projects as necessary.

DUTIES:

- Locates experts and key individuals through a seven county area to assist in educating the community on methods of education, prevention and intervention, and on law enforcement and treatment issues relating to drug and alcohol problems;
- Compiles mailing lists for use by the office;
- Sorts through incoming information, compiles and updates information, and mails information to substance abuse service providers and other interested parties;
- Builds and manages data base of information and names for use by the Governor's Task Force or interested parties;
- Types numerous reports, letters and proposals, including compiling and typing quarterly and year-end reports for the State as necessary;
- Answers and directs telephone calls, providing assistance when required;
- Assists in the development of the Drug/Alcohol Consortium;
- Acts as a liaison between the Director and the public;
- Performs various administrative duties for the Director as requested;
- Prepares budget and handles all financial accounts for the department;
- Performs other duties as required.

REQUIREMENTS:

- Any combination of work experience or academic pursuit equivalent to an Associate Degree in Public Administration, Public Health or a related field;
- Knowledge of computers and their applications, including the ability to build data bases;
- Knowledge of local, state and federal governments and their structures;
- Ability to maintain accurate computer records and files;
- Ability to establish and maintain effective working relationships with co-workers, substance abuse service providers, various non-profit and government agencies and the general public;
- Excellent oral and written communications skills;
- Strong organizational skills and the ability to work independently.

DIFFICULTY OF WORK:

Incumbent works with generally accepted office management and personnel procedures but is required to use independent judgement to complete a variety of duties and special projects. The work may involve analysis of situations containing many interrelated variables dealing with substance abuse reduction.

RESPONSIBILITY:

Incumbent will be required to contribute to the effective operation of the office. Completion of special projects will frequently be required in addition to incumbent's other office responsibilities. Incumbent must make choices on a variety of assignments without the aid of specific instructions from the supervisor. Unusual problems are discussed with the supervisor at the discretion of the incumbent.

PERSONAL WORK RELATIONSHIPS:

Incumbent has contact with staff members, other city departments, social service agencies and the general public. These contacts involve explanation or interpretation to render service, carry-out policy and maintain coordination throughout the network of agencies.

SUPERVISION:

Incumbent does not directly supervise any staff.

CITY OF FORT WAYNE
CITY UTILITIES
PERSONNEL DATA RECORD

_____ NEW HIRE
__X__ CHANGE
_____ DATE INITIATED

IDENTIFICATION Dept. Name Mayor's Office Dept. No. 001 Emp. No. 6027

Name Archer-Sorg (Last) Karen (First) S. (Middle)

Address 402 Woodcreek Drive (Street) Ossian (City) IN (State) 46777 (Zip)

NEW HIRE INFORMATION

S.S.# _____ Sex _____ Race _____ EEO Category _____

Birth Date _____ Home Telephone _____ Marital Status _____

Position Title _____ Temp. _____ Reg. _____ Part-time _____ Full-time _____

Requisition # _____ Worksite _____ Barg. Unit _____ L.G. _____

Hire Date _____ Perf _____ One yr. waiver _____ Police _____ Fire _____

Emergency Contact:
Name _____ Telephone _____

Starting Rate Hourly/ Bi-Weekly/ Annual/

CHANGE INFORMATION

	FROM	TO	REASON
Department			
Position	Exec. Sec. V	Administrative Assit	~~Retro JUly 1, 1990~~
Labor Grade	5	9	Retro July 1, 1990
Pay Rate	15,000.00	22,000.00	Retro July 1, 1990
EEO Category			
Other			

APPROVED

SIGNATURE	TITLE	DATE
K. Karen Archer-Sorg	Director	
Originating Department		
E J Benka	chief of Staff	8/1/90
Final Approval Personnel		

EJB 8/1/90

40

FW2304 12/84

NEW SALARY RANGES - 1990 ADJUSTMENTS

LABOR GRADE	MIN.	MID.	MAX.
1	$ 9,559	$11,456	$13,252
2	10,755	12,888	14,909
3	11,950	14,321	16,566
4	13,145	15,753	18,225
5	14,338	17,184	19,880
6	15,534	18,617	21,535
7	16,728	20,048	23,192
8	17,924	21,479	24,849
9 Karen	19,120 # 22.000	22,913	26,506
10	20,314	24,345	28,162
11	21,508	25,778	29,819
12 Eric	22,703 # 25.500	27,209	31,971
13	23,900	28,642	33,133
14 Ron	25,093 # 29,900	29,980	34,787
15	26,289	31,506	36,444
16	28,994	34,747	40,194
17	32,254	38,666	44,727
18	35,800	42,904	49,629
19	39,776	47,670	55,143

REGIONAL COORDINATING OFFICE NORTHEAST BUDGET
July 1, 1990, to June 30, 1991

A. PERSONNEL

1. Project Personnel:

NAME/POSITION	% OF TIME	TOTAL FUNDS
Director	100%	$29,900.00
Project Assistant	100%	25,500.00
Administrative Assistant	100%	22,000.00
	SUBTOTAL:	$77,400.00

2. FICA, Retirement and other fringe benefits (employer's share only)

FICA (7.65%)	$ 6,100.00
PERF (5.25% + 3.00%)	6,600.00
Unemployment Compensation (0.0157%)	$ 15.00
Worker's Compensation (0.1785%)	150.00
General Liability Insurance	330.00
Health and life insurance (3 @ $2,700./year)	8,100.00
SUBTOTAL	$21,295.00

3. TOTAL PERSONNEL $ 98,695.00

B. TRAVEL

1. Transportation and subsistence of project personnel

Outreach travel (52 weeks of weekly travel to each of 7 counties @ $.225/mile)	$ 5,200.00
Indianapolis travel (12 trips @ 250 miles @ $.225/mile)	675.00
Other sites travel (5 trips @ 450 miles @ $.225/mile)	507.00
Per Diem (Indianapolis and overnight trips, 48 days @ $24)	1,152.00
Hotels (48 nights at $70.00 per night)	3,360.00
Airline tickets for conventions (4 @ $274)	1,096.00
SUBTOTAL:	$11,990.00

2. TOTAL TRAVEL $11,990.00

C. OPERATING EXPENSES

1. Itemize operating costs

Rent and telephone	In-kind	(Fort Wayne)
Office supplies		$ 4,000
Printing		1,500
Postage		2,500
Software		700
SUBTOTAL:		$ 8,700

2. TOTAL OPERATING EXPENSES $ 8,700

SUMMARY OF 1990-1991 BUDGET

CATEGORY		TOTAL FUNDS
A.	Personnel	$ 98.695.00
B.	Travel	11,990.00
C.	Operating Expenses	8,700.00
	SUBTOTAL	$119.385.00

5HARON

GOVERNOR'S COMMISSION FOR A DRUG-FREE INDIANA

I.S.T.A. Building, 150 West Market Street, Suite 703, Indianapolis, Indiana 46204 (317) 232-1484

Evan Bayh
Governor

Jeffrey Modisett
Chairman

Joseph E. Mills, III
Executive Director

July 16, 1990

City of Fort Wayne
Paul Helmke, Mayor
One Main Street
Fort Wayne, Indiana 46802

Drug Free Indiana

Dear Mayor Helmke:

Enclosed is a copy of the contract establishing a Regional Advisory Board for the Governor's Commission for a Drug Free Indiana in the Northeast area. Please, review the document, and if you have any questions feel free in contacting me.

Sincerely,

Danny L. McDaniel

Danny L. McDaniel
Grant/Contract Director

DLM:

EXECUTIVE DOCUMENT SUMMARY

State Form 41221

Originating Agency/Division	Dat
Criminal Justice Institute	06
Contact Person	Pho
Bobby Jay Small	23

Instructions: 1. Please read the guidelines on the back of this form before preparing legal documents concerning the State of Indian
2. Please type all information.

Type of Document

☒ Contract ☐ Deed ☐ Lease ☐ Other (Specify) 368-033

Project/Requisition/R

Total Amt. Involved	Funding Source	TIME PERIOD COVERED IN AGREEMEN
$119,385	Federal ADMS Block Grant & Federal Highway Safety Grant 301-261	From (Mo/Yr) 07/01/90 — To (Mo/Yr) 06/30/

Description of Work or Action Involved

Operate one of ten regional coordinating offices of the Governor's Commission for a D Indiana. (Northeast Region.)

JUN 26 1990

dr RCW 6/29

Method of Source Selection

☐ Bidding ☒ Negotiated ☐ Request for Proposal ☐ Sole Source ☐ Emergency ☐ Other:

Justification

Regional offices carry out the policies of the Governor's Commission for a Drug-Free The staff at each of the ten regional offices must work as a statewide team under the direction of the Commission.

RECEIVED

JUN 13 1990

BY LV 5/28

OFFICE OF THE GOVERNOR

Agreement Principals, Address, and relationship for each principal, i.e., Lessor, Grantor, Contractor, etc.

Bobby Jay Small, Executive Director
Indiana Criminal Justice Institute
101 West Ohio Street, #1030
Indianapolis, IN 46204

Paul Helmke, Mayor
City of Fort Wayne
One Main Street
Fort Wayne, IN 46802

Received in D.O.A.
6-18-90
#25-93

Will the attached document involve data processing system(s)? ☐ Possibly ☐ Yes

CHECKLIST FOR ORDINARY LEGAL DOCUMENTS

The items listed below are a quick summary guide in helping you prepare legal documents concerning the State of Indian

☐ PROPER TITLE	☐ CONSIDERATION	☐ EXECUTION
☐ IDENTIFY THE PARTIES	☐ NONDISCRIMINATION CLAUSE	☐ NON-COLLUSION AFFIDAVIT
☐ STATUTORY AUTHORITY		

CONTRACT

This AGREEMENT established on behalf of the Governor's Commission for a Drug-Free Indiana, hereafter called the "Commission" between the Indiana Criminal Justice Institute, hereafter called the "Institute", having a mailing address of 101 West Ohio Street, Suite 1030, Indianapolis, Indiana, 46204, and

City of Fort Wayne
One Main Street
Fort Wayne, IN 46802

hereafter referred to as the "Agency", is executed pursuant to the terms and conditions set forth herein.

WITNESSETH

WHEREAS, the Commission is designated under the authority of Executive Order 89-9 to facilitate the development and coordination of services and activities to prevent the abuse of alcohol and other drugs;

WHEREAS, the Institute is designated to administer anti-drug abuse funds under IC 5-2-6-3;

WHEREAS, the Institute is desirous of establishing a statewide network of regional coordinating offices under the direction of the Commission for the purpose of promoting state and local alcohol and other drug abuse initiatives;

WHEREAS, the prevention of alcohol and other drug abuse requires comprehensive and coordinated community-based approaches that span the areas of education, intervention, treatment, law enforcement, prosecution, justice, and corrections;

NOW, THEREFORE, in consideration of mutual uncertaking and covenants hereinafter set forth, the parties hereto agree as follows:

1. TERM

The term of this agreement shall be from July 1, 1990, to June 30, 1991.

2. ACTIVITIES AND SERVICES

The agency agrees to operate an office for the Commission's Northeast region and provide professional staff to carry out the following services and activities:

A. Work with a Regional Advisory Board having a composition similar to that of the Commission's Steering Committee;

B. Provide the Commission with data, on forms approved by the Commission, on identified problems, services, activities, plans, outcomes, and other such information as needed by the Commission, to document the level and scope of

existing alcohol and other drug abuse problems and programs as well as needs for additional or enhanced programs;

C. Assist communities/counties in the development and monitoring of comprehensive local alcohol and other drug abuse prevention plans and programs;

D. Review and critique comprehensive local alcohol and other drug abuse prevention plans prior to sending them to the Commission;

E. Facilitate the dissemination of state, federal, and local governmental and private announcements of funds available to support comprehensive local alcohol and other drug abuse prevention plans and programs;

F. Provide state, federal, and local governmental and private funding sources with information pertaining to the relationship of funding applications to comprehensive local alcohol and other drug abuse prevention planning efforts;

G. Represent the Commission and the Governor's Task Force to Reduce Drunk Driving at local, regional, and state events and meetings;

H. Attend a minimum of 12 Commission-called statewide regional office staff meetings;

I. Participate in Commission and Governor's Task Force to Reduce Drunk Driving-initiated special events, initiatives, and projects.

J. Provide or arrange for information, training, or technical assistance to individuals, agencies, local coordinating councils, and state agencies in the development of programs.

3. STAFF ASSIGNMENTS

The Agency agrees that the staff reimbursed for full-time employment under this agreement shall have no other work duties assigned by the Agency, except the attendance of meetings and provision of reports that are necessary to facilitate intra-agency management. Part-time staff shall have regularly-scheduled work hours, during which time only Commission-related duties shall be performed.

4. EMPLOYEE STATUS

The Agency staff employed under this contract are employees of the Agency and are not employees of the Institute.

5. REPORTS

The Agency agrees to provide to the Institute the following reports:

A. Fiscal reports, due no later than thirty (30) days following the end of the month for which reimbursement is claimed;

B. Semi-annual and annual cost and revenue statements, due January 31, 1991, and August 31, 1991, respectively.

The Agency also agrees to provide programmatic management reports to the Commission, in accord with format and frequency as established by the Commission.

6. VOUCHER PROCESSING

The Institute agrees to process monthly vouchers for payment and forward them to the Auditor of State within fourteen (14) working days of receipt, provided that the vouchers and fiscal reports are accurate and complete as per the instructions provided by the Institute and provided that such vouchers and reports are received by the Institute within thirty (30) days following the end of the month for which reimbursement is being claimed.

7. CONTRACT AWARD

Subject to the availability of Federal funds, the Institute agrees to reimburse the Agency in an amount not to exceed $119,385 for services and activities described in Section 2 having a projected cost of $119,385. Reimbursement shall be based on statements of costs incurred for each month of the agreement.

8. DIRECTION

The Commission agrees to provide direction to Agency staff concerning the performance of services and activities listed under Section 2 of this agreement. The Deputy Director for Regional Services of the Commission will have the primary responsibility for working in a consultative role with the Agency in the evaluation of the performance of Agency staff employed under this agreement.

9. PAYMENT

All payment obligations are subject to the encumbrance of monies and shall be made in arrears in accordance with Indiana Law and the State fiscal policies and procedures and in this regard, the Agency agrees to execute such state forms not inconsistent herewith.

10. LIMITATIONS OF PAYMENT

No costs may be incurred against this agreement by the Agency after the expiration date previously specified. Also, funds may not be used to: 1) provide inpatient services; 2) make cash payments to intended recipients; 3) purchase or improve land, purchase, construct or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment; 4) satisfy any requirements for the expenditure of non-Federal funds as a condition for the receipt of Federal funds.

11. MODIFICATIONS

The Institute may conduct periodic reviews of the utilization of funds identified in Section 6 of this agreement. The parties also agree that under-utilization of service funds or a decision by the Commission to discontinue purchasing a service, may result in reduced funding or a redistribution under this agreement. The Commission shall give thirty (30) days notice of its decision to reduce or redistribute the funding, which notice shall include a statement of reasons for such reduction or redistribution. The Agency may, within the thirty (30) day period, present to the Commission written documentation why such a reduction or

redistribution should not become final. The Commission retains the sole right, after review of such documentation, either to implement or to modify such proposed actions.

12. AUDIT

In accord with IC 5-11-1-24, the Agency will submit to the State Board of Accounts annual financial reports within 60 days after the close of each fiscal year.

13. SUBCONTRACTS

The Agency shall not enter into subcontracts without prior written approval of the Commission, and if said approval is granted, the Agency shall require any subcontractor to be subject to the conditions set forth in this agreement. The Agency further agrees to remain responsible to the Commission for the performance of any subcontractor and to monitor the performance of any subcontractor. The Agency further agrees to notify the Commission of a breach of this contract by a subcontractor, and to discontinue any agreement between itself and the specified subcontractor in the event of such an occurrence.

14. PUBLICATIONS

Any publication created for circulation regarding the approved project shall be accompanied by the following footnote: "The production of this (film, article, etc.) was supported by Contract (_____) from the Indiana Criminal Justice Institute. However, its contents are solely the responsibility of (name of agency) and are in no way the responsibility of the Institute."

15. TERMINATION OF AGREEMENT

In the event the Agency fails to comply with the conditions of this agreement or the Commission determines that the delivery of services are not acceptable within the Commission policies, the Commission reserves the right to cancel this agreement for cause by giving thirty (30) days written notice to the Agency.

The Agency may terminate this agreement upon thirty (30) days written notice to the Commission at any time prior to the completion of the program if any of the following occur:

A. The Commission fails to comply with the conditions of this agreement;

B. The Agency determines that the further development of the proposed project is incompatible with its mission, policies, and practices.

16. INDEMNIFICATION

The Agency agrees that it will, at all times during the term of this agreement, protect, defend, indemnify and hold harmless the Institute and the Commission and its agents, officers, and employees from all claims and suits including court costs, attorney fees, and other expenses, caused by any act or omission of the Agency and/or its subcontractors, agency and employees.

17. NON-DISCRIMINATION

Pursuant to IC 22-9-1-10, the Agency and its subcontractors, if any, shall provide services on a non-discriminatory basis, without regard to race, age, religion, color, sex, handicap, national origin or ancestry, further, pursuant to IC 22-9-1-10, the Agency and its subcontractors, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this agreement, with respect to hire, tenure, terms, conditions or privileges of employment because of race, age, religion, color, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of this agreement.

18. MULTI-TERM FUNDING CANCELLATION CLAUSE

When the director of the state budget agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of a multiterm contract, the multiterm contract shall be cancelled. A determination by the budget director that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

19. EXTENSIONS OF AGREEMENT

If the Commission and the Institute and the Agency determine that the project will be enhanced by extending the ending date of this agreement without increasing the amount of federal funds, the ending date may be extended for a period not to exceed ninety (90) days.

20. LIABILITY

Neither party will assume any liability for any injury (including death) to any person, or any damage to any property arising out of acts or omissions of the agents, employees, or subcontractors of the other party.

NON—COLLUSION AFFIDAVIT

State Form 4391

STATE OF INDIANA)
) SS:
COUNTY OF Allen)

The undersigned, being duly sworn on oath says, that he is the contracting party, or that he is the representative, agent, mem officer of the contracting party, that he has not, nor has any other member, employee, representative, agent or officer of the firm, co corporation or partnership represented by him, directly or indirectly, entered into or offered to enter into any combination, collusion or ment to receive or pay, and that he has not received or paid, any sum of money or other consideration for the execution of the annex tract other than that which appears upon the face of the contract.

Signature

Printed Name
Paul Helmke

Title
Mayor

Company
City of Fort Wayne

Before me, a Notary Public in and for said County and State personally appeared, _____

who acknowledged the truth of the statements in the foregoing affidavit on this _____ day of _____, 19__

		Notary Signature
County of Residence	Commission Expiration Date	Notary's Name *(Print or Type)*

IN WITNESS WHEREOF, City of Fort Wayne and the Criminal Justice Institute have executed this contract on the 29th day of May, 1990.

BY: _____ May 29, 1990
Paul Helmke — Date

BY: _____ 6/15/90
Joseph E. Mills, Executive Director — Date
Commission for a Drug-Free Indiana

BY: _____ 6/18/90
Bobby Jay Small, Executive Director — Date
Criminal Justice Institute

APPROVED

Indiana Department of Administration
BY: _____ Fredrick L. Rice, Deputy 6-22-90
John Kish, Commissioner — Date

Indiana State Budget Agency
BY: _____ 7-2-90
Frank Sullivan, Director — Date

Attorney General
BY: _____ JUL 13 1990
Linley E. Pearson — Date

Governor of the State of Indiana
BY: _____ 7/17/90

GOVERNOR'S COMMISSION FOR A DRUG-FREE INDIANA (GCDFI)

NORTHEAST REGIONAL COORDINATING OFFICE (NRCO)

FORT WAYNE, INDIANA

OFFICE OF THE MAYOR OF FORT WAYNE
1 main street
fort wayne, indiana 46802
219-427 1117

Comprising Seven Counties of Northeast Indiana
Adams-Allen-DeKalb-LaGrange
Noble-Steuben-Wells

A N N U A L R E P O R T

1 JULY 1989 - 30 JUNE 1990

NRCO

The NRCO and its seven counties was carved out of the former Prevention District Coordinating Office centered in South Bend, Indiana. It became fully functional as an RCO in November of 1989 with the employment of the final member of its full staff compliment of three:

Dr. Ron Phillips, Director, Sept. 11, 1989
Mr. Eric McCarrol, Associate Director, Oct. 2, 1989.
Mrs. Karen Sorg, Administrative Assistant. Oct. 30, 1989

The NRCO operates under a performance contract entered into by the GCDFI with the Mayor's Office of the City of Fort Wayne, the Mayor's Office providing local operations oversight with the GCDFI providing goal direction.

LOCAL COORDINATING COUNCILS

Probably the major goal of the GCDFI is in the creation of grass-roots consortive efforts to strategize and mount local efforts to neutralize and reverse the use and abuse of mind-altering chemical substances. Philosophically the approach simply says that programs developed and supported locally have the best chance of making a difference.

As of 30 June 1990 the NRCO has initiated activities which have led to the formation of Local Coordinating Councils in each of the region's counties. Each LCC has chosen a different name for itself and has developed its own set of operational guidelines. LaGrange County is the only LCC which has yet to establish a "mirror" image of the GCDFI.

The Allen County/Fort Wayne Drug/Alcohol Consortium is by far the most complex of the seven LCCs in operation in this region. It is composed of a BOARD OF DIRECTORS, four major THRUSTS whose main players form a STEERING COMMITTEE, and provision for a infinite number of ACTION GROUPS which will spring from the THRUSTS as needs are identified and strategies are put in place along with the people and resources to address them.

REGIONAL ADVISORY BOARD

The Regional Advisory Board (RAB) has been in existence since the beginning of 1990. As of June 30, it was composed of 24 carefully chosen representatives from each of the seven counties.
The RAB is meeting regularly on the third Thursday of each month and is now in the process of developing its governing by-laws and its formal statement of mission.

COMPREHENSIVE PLANS

All seven of the LCCs are working on their own plans for coming to grips with the drug related syndromes peculiar to their own neighborhoods and localities. As of this writing the NRCO expects that five and perhaps six of the LCCs will be able to meet the recognition requirements for plan submission and actually develop the broad strategies and designs which will be set forth as guidelines for action as they actually begin addressing the issues and the problems they have identified.

A few of the LCCs have caught the spirit of the exercise, which at its best will allow the LCC full access to that which their friends and neighbors are now doing in every area of drug related activity and by so doing gain real insight into that which yet remains to be done. A few others seem to have entered the exercise mainly for access to the dollars involved under the Drug-Free Communities Fund, while a few others have yet to come to any real understanding of what rewards, if any, might accrue from the effort. It is forcing them all, however, to really get involved in an intense examination of what's going on in their own backyards. It is our belief that this exercise is necessary to both a full understanding of the local problems and to productive future directional activity aimed at problem reduction. Just being forced into the process is beginning to nurture coalescence of thought and action.

INCIDENCE AND PREVALENCE STUDIES

Studies have been initiated and completed in concert with the Prevention Resource Center in the following school units:

- Freemont Community Schools
- Hamilton Community Schools
- MSD of Steuben County
- Prairie Heights Community Schools
- Central Adams School Corporation
- Indiana Purdue Fort Wayne

Preliminary negotiations have taken place for the initiation of studies in the fall for three school districts in Noble County as well as three districts in Wells County.

DISTRIBUTION OF PRC AND RADAR MATERIALS

Our best estimate of drug related posters, pamphlets, booklets, flyers, keychains and other educational and promotional materials that this office has distributed would be in the area of 25,000 pieces, not counting a shipment of 20,000 anti-drug pieces we received from the Boyscouts. In addition we are ordering direct from the National Clearinghouse. Materials have been sent to teachers, counselors, churches and church associations, summer daycamps, Boy and Girl Scouts, DARE officers for their programs, county fairs, health fairs, block parties, PTAs, Community Celebrations (Harlan Days, Bluffton Street Fair, LaGrange Corn Festival, Berne Swiss Days, etc), special events and to individuals who stop in at the office. We think that we may level off at a distribution level of 4,000 - 5,000 pieces per month if we can lay our hands on that much material consistently. PRC catalogs and seasonal supplements are regularly sent to regional public and school libraries.

PROM PROMISE AND PROM/GRADUATION

Six of our region's high schools were winners in the state's Prom Promise campaign with a top award going to Angola High School in Steuben County. Nineteen regional high schools participated in Prom/Graduation, the local version of the state campaign which awards $100 to each school free of an alcohol related death or accident during the prom "season" and provides discounts from local merchants to students who sign the pledge. All nineteen won the award this year.

MEDIA

At least 10 major articles have appeared in the two major Fort Wayne newspapers and several (quantity unknown but substantial) in community newspapers throughout the region. One has made the front page with pictures and several have led off sections, also with pictures.

This office has been the single feature on three Channel 33, two Channel 21, one Channel 15 and one Channel 55 productions. The office has appeared in cameo or shared appearances in several other shows. We have appeared on the six and ten o'clock news on two separate occasions. In addition we have been the subject of three major press conferences. One at the opening of our office, one with the initiation of the Allen/Fort Wayne DAC and the most recent with the announcement of the PRC Outstanding Prevention Programs awardees at the PRC Convention in June 1990.

Interviews with at least three radio stations have been aired both alive and on tape.

DFI NOTES

A newcomer to the scene, DFI NOTES, the newsletter of the NRCO was born with the June 1990 issue. It will be put together monthly (or so) and distributed to all the members of our region's LCCs and to anyone else on our mailing list. A copy for each member of the RCOSYSTEM will be distributed at the monthly business meeting.

SUPPORT OF STATE AND REGIONAL INITIATIVES

The NRCO has actively supported every state and regional initiative that has come to our attention, including all RCOSYSTEM business meetings, trainings, forums, seminars, and summits. In addition we have supported Drunk Driving Task Force and other state initiatives such as the HADD Conference, the Judges/Prosecutors Conference, as well as local initiatives such as the Drug Recognition Technition Program and our own Substance Abuse Monitoring Forum.

A list of the highlights of our participation is attached to this report as Appendix A.

SUPPORT, TECHNICAL ASSISTANCE, COOPERATION WITH OTHERS

The NCRO has supported, cooperated with, provided technical assistance to and otherwise interacted with scores of groups, agencies, organizations, clubs and other goal directed people who are active in the effort to reduce, restrict and eliminate drug abuse related problems at every level of interaction. We have given literally hundreds of talks, briefings, and major addresses to groups ranging from service clubs and mothers groups to county commissioners, probation departments and P.T.A.s.

A list of the highlights of our participation in this arena is attached to the report as Appendix B.

APPENDIX A

PROJECT HIGHLIGHTS

1989-1990

HADD CONFERENCE (INDY)	OCTOBER 7, 1989
RED RIBBON WEEK	OCTOBER 22-29, 1989
MAYOR/PTA D&A FAMILY FORUM	OCTOBER 25, 1989
REGIONAL MAYOR'S ROUNDTABLE	OCTOBER 19, 1989
CANDLE LIGHT CEREMONY (RRW)	OCTOBER 27, 1989
ADDICTIONS WORKSHOP (BLMGTN)	NOVEMBER 4, 1989
DRUG SUMMIT (IPUI)	DECEMBER 7, 1989
MAYOR'S OPEN HOUSE	DECEMBER 14, 1989
VINCENT HOUSE OPEN HOUSE	DECEMBER 16,1989
FIRST REGIONAL ADVISORY BOARD MEETING	JANUARY 9, 1990
MENTOR HOMES PROGRAM (PRESS CONFERENCE)	JANUARY 8, 1990
WORKFORCE DEVELOPMENT SEMINAR	JANUARY 10, 1990
MADD CONFERENCE (INDY)	FEBRUARY 15-16, 1990
FACILITATION TRAINING (INDY)	FEBRUARY 19-23, 1990
QUEST CLUB D&A PRESENTATION	MARCH 2, 1990
SERTOMA CLUB D&A PRESENTATION	MARCH 6, 1990
DeMOLAY D&A PRESENTATION	MARCH 14, 1990
WELL MOMS/WELL BABIES CONFERENCE	MARCH 16, 1990
ALLEN CO DAC PRESS CONFERENCE	MARCH 16, 1990
GUEST SPEAKER (DR CARL BELL)	MARCH 26-27 1990
SUBSTANCE ABUSE MONITORING FORUM (IPFW)	MARCH 30, 1990
CALVARY CHAPEL D&A PROGRAM(YOUTH MINISTRY)	MARCH 15, 1990
MINORITY SCHOLARS D&A PRESENTATION	MARCH 19, 1990
COOPER TEEN CENTER TALENT SHOW	MARCH 23, 1990

NAACP D&A PRESENTATION (YOUTH PROGRAM)	MARCH 24, 1990
MONITORING SUBSTANCE ABUSE FORUM	MARCH 30, 1990
CHILDREN'S CARNIVAL	APRIL 24-25, 1990
I LOVE ME (VIDEO DEBUT)	APRIL 25, 1990
OSAP GRANT COCAINE BABIES PRESS CONFERENCE	APRIL 27, 1990
NATIONAL CITIES D&A CONFERENCE(WASH DC)	APRIL 27-29, 1990
NATURAL HELPER TRAINING (BLMGTN)	MAY 2-4, 1990
JUDGES/PROSCECUTORS CONFERENCE	MAY 21-22, 1990
GUEST SPEAKER (DR CARL BELL)	MAY 29, 1990
MEMORIAL SERVICE/FUNERAL MARCH	MAY 27, 1990
YOUTH DRUG FORUMS (FOUR THROUGHOUT THE MONTH)	JUNE 1990
PRC PREVENTION CONFERENCE	JUNE 5-8, 1990
OSAP CONVENTION (MINNEPOLIS MN)	JUNE 14-15 1990
OPTIMIST SAFE KIDS PROGRAM	JUNE 10, 1990
COMPREHENSIVE COMMUNITY PLANS	JULY 31, 1990

APPENIX B

GROUPS/AGENCIES/ORGANIZATIONS AFFILIATED
WITH THE NORTHEAST REGIONAL COORDINATING OFFICE

Alcohol/Drug Abuse councils and Task Forces

* Adams County Drug Alcohol Coordinating Council
* Allen County Drug Alcohol Consortium
* Citizens Council for a Drug Free Dekalb County
* LaGrange County Drug Alcohol Coordinating Council
* Noble Coordinating Council for a Drug Free Indiana
* Steuben County Drug Alcohol Coordinating Council
* Citizens Against Drug Abuse of Wells County
* Substance Abuse Council (Allen Co)
* Prenatal Substance Use Prevention Program (Allen Co)
* Allen County Drug Task Force
* Dekalb County Drug Task Force

Attorneys/Criminal and Juvenile Justice Professionals

* Adams County Circuit/Superior Court/Probation
* Allen County Circuit/Superior Court/Probation
* Dekalb County Corrections and Probation
* LaGrange county Superior Court/Prosecutor
* Noble County Circuit Court
* Steuben County Superior Court
* Wells County Probation Department
* Allen County Prosecutors Office

Business/Industry and Labor

* Decatur Bank and Trust (Adams Co)
* Lincoln National Corporation(Allen Co)
* Navistar International (Allen Co)
* Dana Corporation (Dekalb Co)
* Campbell and Fetter Bank (Noble Co)
* Kitco, Inc.(Wells Co)
* Chamber of Commerce (Steuben Co)
* Kidd Marshmallow Company (Noble Co)
* Dean's Milk Company (Adams Co)
* State Bank of Markle (Wells Co)

Civic/Service Orgnizations

* United Way of Allen County
* Fort Wayne Urban Leaque (Allen Co)
* Decatur Daily Democrat (Adams Co)
* Campus Life (Noble Co)

Church/Clergy Oranizations

* First Missionary Church (Adams Co)
* Mennonite Church of Berne (Adams Co)

* Associated Churches (Allen Co).
* Black Ministerial Alliance (Allen Co)
* Church of Nazarene (LaGrange Co)
* Youth For Christ (Steuben Co)
* Presbyterian Chapel of The Lakes
* Sunlight Westminster Church (Wells Co)
* Calvary Chapel Youth Ministry (Allen Co)
* Berean Baptist Church (Noble Co)

Government/local, regional, state and national

* Office of The Mayor Paul Helmke City of Fort Wayne
* County Commissioner (Allen Co)
* Mayor Fred Isch City OF Decatur (Adams Co)
* Mayor Delmar Neuenschwander City of Berne (Adams Co)
* Mayor John Riemke City of Kendallville (Noble Co)
* U.S. Congresswoman Jill Long (Third District)
* County Commissioner (laGrange Co)
* Bluffton City Council Member (Wells Co)
* Senator Tom Wyss (Allen Co)
* County Comissioner (Steuben Co)

Health Professionals

* Dr Fred Dahling (Allen Co)
* Dr Ronald Pancer (Allen Co)
* Dr Mark Souder (Dekalb Co)
* Dr Robert stone (Noble Co)
* Joe Hochderffer Counselor (Steuben Co)
* Ken Marrs Counselor (Steuben Co)
* Dr Evelyn Priddy (Wells Co)
* Teddie Ramsey ACSW (Wells Co)

Human Service Agencies/Organizations

* Coalition of Youth Services (Allen Co)
* Family and Children Services (Allen Co)
* Three Rivers Health Service (Allen Co)
* United Way of Northeast Indiana
* Northeastern Center
* Charter Beacon
* Washington House
* Matthew 25

Law Enforcement Agencies

* Allen County Sheriff Department
* Fort Wayne Police Department
* Adams County Sheriff Department
* Decatur Police Department
* Garrett Police Department
* LaGrange City and County Police
* Albion Police Department
* Fremont Police Department

* Wells County Sheriff Department
* Indiana State Police

School Systems

* Adams County School Corporations (puplic & private)
* Allen County School Districts
* Fort Wayne Community Schools
* Dekalb Consolidated School Districts
* Garrett-Keyser-Butler Community schools
* LaGrange County School System
* Noble County School Corporations
* Municipal School District of Steuben County
* Hamilton Community Schools
* Well County School Districts